

The Indiana Department of Correction

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An Overview of the New Employee Training Process

Welcome to the Indiana Department of Correction

On behalf of the Indiana Department of Correction, we would like to take this opportunity to welcome you to our team of professional staff, who are dedicated to serving the citizens of Indiana.

We are excited about having you on our team and look forward to providing you with the knowledge and skills needed to be successful in your career with the Department.

Welcome to the Indiana Department of Correction

The new employee training process that you are getting ready to start is just the beginning of your training.

In the upcoming weeks and months, you will receive skill-based training, participate in specialized on-the-job training, and attend the Preservice Academy.

Additionally,

For those of you who will be working for the Division of Youth Services you will also participate in the Making A Change Academy.

For those of you who will be working for the Parole Services Division; you will complete the Parole Academy.

Explanation of New Employee Training Process

The new employee training process is divided into specific phases, phases vary from orientation and skill-based training to specialized on-the-job training, and the Department's Preservice Academy.

Depending on which Division you will be working in, Your Facility, District, or Division Training Liaison will provide you with the details of your new employee training.

Phase One

- During Phase One of the New Employee Training Process, Employees will complete an orientation, learn about benefits, and complete essential skill-based programs.
- Phase one is completed at the employees "home" facility or at a near by location.
- This phase of the new employee training process is delivered via a blended format consisting of traditional classroom instruction and eLearning courses.
- All components of Phase One must be successfully completed prior to the employee moving on to Phase Two.

Phase Two

- Phase Two of the new employee training process focus on the specific position of the new employee.
- During this phase employees will complete a minimum of 80 hours of specialized on-the-job training under the supervision of a Field Training Officer.

Phase Three

- Phase Three of the new employee training process is the Preservice Academy.
- Phase Three is delivered via a blended format consisting of traditional classroom instruction and eLearning modules.
- Phase Three is conducted at five Regional Training Sites throughout the State.

Phase Four

- Phase Four may be different depending on which division you will be working in.
- Over the next couple slide we will look at the differences.

Phase Four (Division of Youth Services)

- Phase Four for staff working in the Division of Youth Services will be the Making A Change (MAC) Academy.
- The MAC Academy is a week long program focusing on topics specific to working with youthful students.
- The MAC Academy is conducted at the Correctional Training Institute, in New Castle Indiana.

Phase Four (Parole Services)

- Phase Four for staff working in the Parole Services will be the Parole Academy.
- The Parole Academy is a week long program focusing on topics specific to working with Parolees.
- The Parole Academy is conducted at the Correctional Training Institute, in New Castle Indiana.

Phase Four (other than Juvenile or Parole)

- Phase Four of the new employee training process again focus on the specific position of the new employee.
- During this phase employees will complete an additional 80 hours of specialized on-the-job training under the supervision of a Field Training Officer.
- In addition to the on-the-job training participants will also complete a course on First Aid, Cardiopulmonary Resuscitation, and Automated External Defibrillators.

Phase Five (Division of Youth Services)

- Phase Five of the new employee training process for staff working with the Department's Juvenile population again focus on the specific position of the new employee.
- During this phase employees will complete an additional 80 hours of specialized on-the-job training under the supervision of a Field Training Officer.
- In addition to the on-the-job training participants will also complete a course on First Aid, Cardiopulmonary Resuscitation, and Automated External Defibrillators.

Each Phase of the New Employee Training Process must be successfully completed before advancing to the next phase of your training.

This includes eLearning modules. Your Training Coordinator will provide you with more information regarding the required eLearning courses.

Phase One Guidelines

Each facility/division has a training coordinator who is responsible for overseeing and implementing training.

Any questions regarding this material should be directed to your facility/division training coordinator.

Call your facility's/division's switchboard to be put in touch with the training coordinator.

Tests

You will be tested over the information covered during each phase of the new employee training process.

The test will consist of multiple choice, true/false, and fill in the blank question; and, a passing score of at least seventy percent (70%) is required.

We would like to congratulate you on becoming a member of the Indiana Department of Correction's team.

We wish you the best of luck and look forward to working with you throughout the course of your career.



Division of Staff Development and Training